

E-1 Visa Application Instructions

Employee/Owner of Company **without** a valid Certificate of Enrollment

Send your application and supporting documentation to the U.S. Consulate General in Amsterdam **via email** at AmsterdamEvisas@state.gov. Please follow the below instructions carefully. If the application is incomplete, a U.S. Consulate team member will contact the principal applicant and/or legal representative for resubmission of documents.

Submission by email is required for E visa applications! Hard copy/mail-in applications are no longer accepted.

All documents must be formatted into PDF files, one file for each of the Tabs A through E listed below. All documents must be formatted in portrait orientation only. Please provide ***all*** documents in **type-written English**. Documentation should be relevant to the E Visa application.

Electronic submission of the E Visa application must be sent in a single email, with **five separate PDF file attachments**, one for each of the following tabs.

Tab A: Table of Contents

Tab B: Forms

- DS-160 barcode confirmation pages for the principal applicant **and** each accompanying family member
- Machine-Readable Visa (MRV) payment receipt from [U.S. Visa Info](#) showing payment of the nonrefundable application fee for the principal applicant and each accompanying family member
- Completed [DS-156E](#) for principal applicant only
- If represented in this matter by an attorney, a signed [Form G-28](#), “Notice of Entry of Appearance of Attorney as Representative” must be submitted. The G-28 must include the email address and phone number for the attorney. If the representative is not an attorney, please submit a letter of agreement with contact information between the applicant and the representative signed by both parties.

Tab C: Applicant Information

- Color photocopy of the principal applicant's biographical data page of a valid passport
- Principal applicant's resume or curriculum vitae
- If the applicant is not the business owner but an employee, please include an introductory letter from the company. This letter should describe:
 - Business name and description of the business
 - The job the applicant will do
 - The applicant's qualifications for that job
- Signed statement from the principal applicant **of intent to depart the U.S.** upon termination of E status
- If the principal applicant is accompanied by family members, copies of the official marriage certificate and/or children's official birth certificates showing relationship to the principal applicant
- If applicable, please provide copies of any changes or extensions of status granted by USCIS (Form I-797).

Tab D: Ownership

The application must demonstrate that nationals of the Netherlands own at least 50% of the business. U.S. dual citizens or Legal Permanent Residents who hold Dutch nationality do not qualify for this determination.

- Articles of Incorporation (for corporations) or Organization (for LLCs) for a U.S. business, if applicable
- Share certificates and/or operating agreements (as applicable) to verify ownership
- If the firm has several owners or subsidiaries or if the chain of ownership includes intermediary entities, please include the following (as applicable):
 - An organization chart with names showing the full ownership structure of the entity
 - Legal proof of ownership within a respective chain
 - Color photocopies of the biographical data page of the owners' passports and the ownership percentage of each unit holder of the definitive parent company
 - If the firm is publicly traded with many shareholders (none of which own more than 50%) include:
 - A written declaration authorized by a corporate official stating all of the stock exchanges on which the firm is traded
 - A copy of recently issued trading information concerning the nationality of the stock's owners
 - If the firm is an incorporated entity outside of the U.S., include a chart of ownership of the business and a certificate of existence/registration from the state/province in which the company is incorporated.

Tab E: Trade (maximum submission for this tab is 40 single-sided pages)

- Provide a cover letter describing how the business and applicant qualify for E-1 status. The letter must address all the requirements for E-1 visa eligibility described in depth in the U.S. Department of State Foreign Affairs Manual, 9 FAM 402.9-5(A). Address the following points in detail:
 - The trade is substantial and ongoing
 - The traded goods are easily identified and traceable
 - At least 50% of the trade is between the U.S. and the treaty country
 - Evidence supporting the claims made in the cover letter. **U.S. Department of Homeland Security bills of lading are the preferred documentation to verify this requirement;** however, annual reports, purchase orders or invoices, sales invoices, inventory data, and insurance papers documenting commodities imported into the U.S. **may** be acceptable.
- Provide a spreadsheet listing every qualifying transaction of international trade between the treaty countries during the last calendar year. If there is a U.S. entity with separate legal status (such as an incorporated company or an LLC), all figures should refer to its trade. Otherwise, consider the trade of the Dutch company. This table should include the date, the invoice number, and the dollar value of the transaction. Show in a prominent place the total number and value of these transactions.
- Provide copies of a representational sampling of the U.S. DHS bills of lading and/or invoices summarized in the table proving that the goods or services moved from one country to the other
- U.S. tax returns for the business for the past two years. These must be copies of the signed and dated forms actually submitted to the IRS.

Please assemble your package according to these guidelines. If the application is incomplete, a U.S. Consulate team member will contact the principal applicant and/or legal representative for submission of documents. Do not include brochures or business plans that contribute little or nothing to the value of your case. We evaluate many applications monthly. Please think lean, and demonstrate your business prowess.